**What is a Portfolio?**

A portfolio is a collection of items that show what you’ve learned, what you know and what you can do. It takes time and effort to develop a portfolio, but it is simple to maintain over the years. The process of developing and updating your portfolio will help you to reflect on what you have accomplished and what you would like to do in the future.

**How Will a Portfolio Help Me?**

A portfolio can help you to:

• assess your knowledge and skills

• prepare for interviews

• review and evaluate past experiences and learning

• present your knowledge and skills

• highlight your transferrable skills

• increase your personal confidence

• be more competitive in today’s labour market

• illustrate how your qualifications have progressed

• set career and education goals

• keep an ongoing record of skills and achievements

• identify areas that require further study

• create a system for documenting your accomplishments and results

**The planner is organized into five sections.**

• **Personal Profile (About You):**

− interests, competencies, values, favourite subjects, awards and certificates of recognition, self assesments

**• Team Work and Leadership:**

− school activities, volunteer experiences, other activities

• Education Information (School):

− school, grade, courses

**• Employment**

Career planning activities:

− self-assessment, investigations, work experience, action plans

Career goals:

− career goals, reasons, steps to success

**• Community**

− community volunteer experience, news articles

Here are some categories for you to follow:

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| --- | --- |
| **Category: About You (5 documents)**  cover letter  biography  reference letters  thank you cards  self-assessment results  hobbies  interests  travel experiences  languages  personal mission statement | **Category: School (4 documents)**  transcripts or report card  papers assignments  exam marks  PowerPoint presentations  photographs of projects  computer skills  work experience/practicum  languages  awards or scholarships  degrees, diplomas, or certificates  training courses  learning exchanges  program or school brochures  teacher evaluations  list of schools attended  workshop brochures or handouts  publications and research |
| **Category: Teamwork and Leadership (2 documents)**  involvement in sports  involvement in clubs (ex: drama club)  involvement in associations  certificates for teamwork or leadership | **Category: Employment (2-3 documents)**  job descriptions  skills, knowledge, abilities, accomplishments from employment  performance evaluations  reference letters  reference list  recognition awards (ex: employee of the month)  employment goals  thank you letters or cards  certificates and licenses  problem solving examples  information on promotions  customer satisfaction reports  computer and technical abilities  publications and research |
| **Category: Community (1 document min)**  descriptions of volunteer work  certificates of participation or achievement  reference letters (ex: from a volunteer supervisor)  newspaper articles  thank you letters or cards  public speaking information |  |